



Your Relaxing Tagaytay

**CONTRACT**

NAME OF FUNCTION : **PLANNING SESSION**  
CONTACT PERSON : **MS. ABIGAIL MELO**  
COMPANY : **PHILIPPINE HEALTH INSURANCE CORPORATION**  
OFFICE ADDRESS : **709 City Estate Center, Shaw Boulevard, Mandaluyong City**  
CONTACT NUMBER : **(02) 441-7444 loc. 7558**  
EMAIL ADDRESS : **[meloa@philhealth.gov.ph](mailto:meloa@philhealth.gov.ph)**

Dear Mr. Pablo,

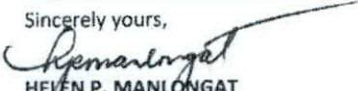
Warm Greetings from Estancia Resort Hotel

We are pleased to confirm the reservation based on the agreed information as follows:

DATE OF FUNCTION : **6-8 April 2016**  
TYPE OF FUNCTION : **Live-in Seminar**  
GUARANTEED NO. OF PAX : **15 Persons**  
NAME OF SIGNATORY : **MR. RONALD ALLAN C. PABLO – OIC Senior Manager**  
ROOM REQUIREMENTS : **Two nights room accommodation for 15 persons**  
**(1) Air-conditioned Room – Single Occupancy**  
**(2) Air-conditioned Room – Twin Sharing**  
**(2) Air-conditioned Room – Triple Sharing**  
**(1) Air-Conditioned Room – Quadruple Sharing**  
**Check-in 02:00pm Check-out 12:00nn**  
  
FUNCTION ROOM : **Function Room**  
SUPPORT FACILITIES : **Projector Screen, Whiteboard plus Marker, Complete PA system.**  
MEAL REQUIREMENT : **6 April: Set Lunch / PM Snack / Set Dinner for 15 persons**  
**7 April: Set Breakfast / AM Snack / Set Lunch / PM Snack / Set Dinner for 15 persons**  
**8 April: Set Breakfast / AM Snack for 15 persons**  
  
TOTAL CONTRACT PRICE : **PHP 102,000.00 for 15 PERSONS**  
BILLING ARRANGEMENT : **The hotel requires a signed proposal, contract and a Certificate of Availability of Funds to block the date and to confirm the reservation. Full payment of the total contract price is payable fifteen (15) days upon receipt of Statement of Account. Incidental charges that your company may incur during your function which is not included in the contract shall be paid in full, in cash or credit card upon check-out.**  
**We have blocked the space for you for your event. However, we need your Signature to confirm your reservation. The Hotel reserves the right to give the said blocking/s to other reservations if we do not received your signed contract.**  
  
TERMS AND CONDITIONS : **Please see attached sheet.**

Please affix your signature as conforme to this agreement.

Sincerely yours,

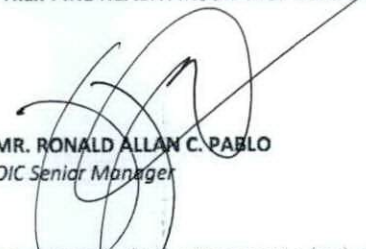
  
**HELEN P. MANLONGAT**  
Guest Services Supervisor

APPROVED BY:

**GIRLIE C. PE**  
General Manager

CONFORME:

**PHILIPPINE HEALTH INSURANCE CORPORATION**

  
**MR. RONALD ALLAN C. PABLO**  
OIC Senior Manager



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## GENERAL TERMS AND CONDITIONS

1. All food and beverage items shall be purchased exclusively from ESTANCIA RESORT HOTEL, hereinafter referred to as the HOTEL by the contracting party, thereafter referred to as the CLIENT. No food and beverage items of any kind will be permitted to be brought into the HOTEL by the CLIENT or any of the CLIENT'S guests, unless an agreement to do so has been clearly reached in advance between the parties and CLIENT agrees to pay the corresponding corkage fees.
2. The CLIENT agrees to pay for the guaranteed minimum number of persons notwithstanding the fact that the actual number of persons served is less than the guaranteed number. Moreover, should the actual number of attended exceed the minimum guaranteed number; the CLIENT will be billed for the actual attendance.
3. The number of persons attending any given function will be counted by a HOTEL employee. In case the CLIENT does not appoint a representative to do a count, the CLIENT therefore agrees to the tally made by the HOTEL employee.
4. Any change in the guaranteed minimum number of persons in attendance must be conveyed to the HOTEL representative in writing at least (5) days before the date of the function. In case of a substantial decrease in attendance, the HOTEL reserves the right to change the venue in accordance to the size of the attendance. Further, the HOTEL reserves the right to refuse the decrease if in the HOTEL'S judgments such a decrease will deprive the hotel of significant revenue.
5. A cancellation made (6) six weeks before the scheduled event shall be subject to a cancellation fee of fifty percent (50%) of any down payment made. Any cancellation made after (6) six weeks shall be subject to a cancellation fee equivalent to the down payment made. Full price of the contract shall be charged for any cancellation made (4) four weeks before the scheduled event.
6. The HOTEL reserves the right to substitute a similar or comparable accommodation for a function in case where the originally assigned function room is rendered inappropriate. This substitution shall be deemed as full performance of this agreement.
7. The participants and guests of the CLIENT shall be requested to leave at the end of the allotted time of the function to give way to the preparation of the next function. However, if there is no succeeding booking, the CLIENT may extend and shall pay a minimum charge of Php 1,500.00 / hour.





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8. The CLIENT agrees not to put any signs, display streamers, electrical connection without the prior written permission of the HOTEL. The CLIENT likewise agrees not to drive nails and screws and the likes to permanent parts of the HOTEL on its property. Damages arising out of, or in consequence of the above work and shall be charged to CLIENT.

9. The CLIENT herein understands and agrees that the HOTEL shall not in any way whatsoever be responsible or liable to the CLIENT for any loss and / or damages or for injuries caused to or sustained by the CLIENT, his or her guest by reason of causes beyond the HOTEL'S control including but not limited to robbery, tip, pilferage, hijacking, fire, or any contingency of whatsoever kind of nature.

10. In the event the CLIENT is a corporation or partnership, the persons signing for in behalf of such corporation or partnership shall be personally, jointly in severally liable to the HOTEL for the obligations herein incurred for the functions and/or by reason such function. The signing and execution of this by the representative of such CLIENT, corporation or partnership constitute sufficient agreement and conformity on his/her part to be jointly and severally liable personally together with the CLIENT whom he/she represents.

11. The HOTEL shall not be liable for failure to comply with this agreement resulting from a labor dispute, fortuitous event, force majeure or other causes beyond its control.

12. That should the HOTEL be compelled to seek judicial relief against the CLIENT, the latter shall in addition to the damages caused by the reason of any breach or violation of any of the conditions herein set forth, pay an amount equivalent to twenty percent (20%) of the amount claimed in the complaint, and attorney's fee aside from the costs of the litigation and other expenses which the law may entitle the HOTEL to recover from the CLIENT.